



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

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March 16, 2005

SUBJECT: 2004 Annual Report: Recycling Program Accomplishments and Actual Costs

Dear Authorized Representative:

Thank you for your continuing efforts to make recycling a success in Wisconsin. Enclosed are the forms you need to complete your required Annual Report of Recycling Program Accomplishments and Actual Costs (Annual Report). Please complete the report and send it to the DNR regional contact identified in the top left corner of the Annual Report form by April 30, 2005.

On-line report option: This year an on-line report option is available. This is a voluntary option. We have heard from pilot testers that completing the report on-line offers considerable timesavings, and provides you with both hard and electronic copies of the report. Instructions for doing an on-line report are provided in the enclosure: DNR Updates March 2005. We encourage everyone to use the on-line report option.

THIS YEAR:

You will need to submit a *single report* to the DNR covering both recycling accomplishments and actual costs. After you have completed the financial forms, follow the instructions to transfer summary information from the financial forms to Section V of the Annual Report Form. Return to the department *only* the completed Annual Report Form, which includes both your recycling accomplishments and actual costs. Keep a copy of your Annual Report, your original supporting financial forms, and all instructions for your records in case of audit.

2004 ANNUAL ACCOMPLISHMENT REPORT:

Each responsible unit is required to submit an annual accomplishment report under section NR 544.10, Wis. Adm. Code. The completed accomplishment report indicates whether your recycling program is in compliance with the conditions of approval of your responsible unit's effective recycling program. Maintaining program approval ensures your responsible unit's continued access to Wisconsin landfills and incinerators. Also, only responsible units that maintain an approved effective recycling program are eligible for a recycling grant.

2004 RECYCLING GRANT REPORT OF ACTUAL COSTS:

Responsible Units that were Recycling Grant recipients in 2004 must report their actual 2004 recycling costs. Supporting financial forms and instructions are enclosed. Use actual recycling costs for 2004 when completing these forms, and be sure to include all of your eligible recycling costs. If you spent less for residential recycling and yard waste management during 2004 than you received in grant funds in 2004 you will be asked to repay the difference. Be sure to transfer cost summary information from the financial forms to Section V of the Annual Report Form.

NEED ASSISTANCE?

If you have questions about the Annual Report, feel free to call upon your DNR recycling contacts listed in the top left corner of the Annual Report Form. For questions specific to the Financial Report Forms (Section V), please call Candice Sovinski at (608) 264-9207. We look forward to assisting you and to receiving your 2004 Annual Recycling Program Report by April 30, 2005.

Sincerely,

Suzanne Bangert, Director
Bureau of Waste Management

Michele Young, Director
Bureau of Community Financial Assistance

Enclosures: 2004 Annual Report Form; 2004 Recycling Grant Financial Report Forms
DNR Updates March 2005